

Title: Maintenance Worker
FLSA: Non-Exempt

Pay plan/Series/Level: NA-4749-07

Citations: US OPM FWS JGS, Maintenance Mechanic, 4749, 5/74.

US OPM FWS JGS, Carpenter, 4607, 4/94

US OPM FWS JGS, Painter, 4102, 4/94

US OPM FWS JGS, Electrician, 2805, 6/89

US OPM FWS JGS, Plumber, 4206, 3/69.

US OPM FWS JGS, Laborer, 3502, 12/96.

US OPM FWS JGS, Motor Vehicle Operator, 5703, 4/91.

Major Duties: Works alone or in a group performing a variety of tasks involving the maintenance and repair of recreational grounds, buildings and structures, and appurtenant fixtures. Duties require the use of trade practices associated with carpentry and painting as well as work involving motor vehicle operations. Assignments include the performance of work on a level of difficulty and responsibility as described below:

1. Carpentry: Measures, cuts, constructs and/or repairs wood, composite building materials, and wood substitute items where specific fit and accuracy are required within allowable limits to produce a serviceable product. Uses such tools as hammers, chisels, handsaws, planes, screwdrivers, and glue guns, power saws/sanders/drills to build partitions, chair rails, baseboards and shelving. Installs paneling, sheet rock, and ceilings. Re-frames windows, hangs doors, replace broken boards, and lay tile floors. (Grade 7)

2. Painting: Prepare surfaces and applies paints, varnishes, and shellacs to newly installed lumber and existing building materials. Thins, stirs and mixes paints and other coating materials. Applies materials using brushes, rollers, and spray guns ensuring surfaces are fully coated and free from skips, runs, and drips. (Grade 7)

3. Electrical/Plumbing: As needed, replaces worn or broken wall switches and outlets. Replaces ceiling light and/or burned out bulbs. Repairs faucets, resets toilets, and lavatories. Performs other easily accomplished repairs. (Grade 7)

4. Laborer: Loads and unloads heavy boxes, bulky supplies, and materials to and from trucks, dollies, etc.; moves heavy boxes/cartons by hand or dolly; opens crates and boxes using crowbar, cuts bands using shears; stacks boxes and cartons as directed. Moves and arranges furniture. Shovels snow from sidewalks and paths. (Grade 2)

5. Vehicle Operation: May be required to drive vehicles up to and including a 5-ton truck to move furniture, etc., to various buildings on the installation. (Grade 4)

Skill and Knowledge: Must have a working knowledge of wood working techniques and basic shop mathematics. Must be skilled in use and operation of common hand and power tools and measuring devices of the carpentry and painting trades to perform a variety of tasks. Must have a knowledge of standard surface preparation and coating methods and techniques. Must have ability to read and follow basic blueprints and sketches. Must have skill in manipulating controls of a motor vehicle.

Responsibility: A higher graded employee or supervisor assigns work orally or through written instructions. The worker selects tools, decides on methods and techniques to use and carries out assignments that are spot-checked during progress. Supervisor checks completed projects to insure compliance with requirements.

Physical Effort: The worker makes repairs and installations from floor level, ground level, and from ladders. Work requires standing, stooping, bending, climbing, crawling, and kneeling for extended periods in uncomfortable positions. Worker may lift and move materials weighing up to 40 pounds and, occasionally heavier items with assistance.

Working Conditions: The work will be performed both indoors and outdoors. Exposed to dust and dirt. The worker may be required to perform in bad weather when having to work outdoors. The worker will be exposed to the possibility of cuts, bruises, burns, and broken bones from falling objects or when working on ladders or driving a motor vehicle.

EVALUATION STATEMENT

Determination of Series and Title: This position is involved in the maintenance and repair of grounds, exterior structures, buildings, and related fixtures and utilities, requiring the use of a variety of trade practices. The most appropriate standard for these duties is Maintenance Mechanic, NA-4749.

Determination of Grade: The highest level of work performed equates to grade 7. The 2805 series allows for a lower grade when the duties differ substantially from the skill, knowledge, and other work requirements described in the grade level standards. This position requires minor electrical work and was graded accordingly.